

Appendix 2 - BITC Equality, Diversity and Inclusion Audit

Recommendations which have been implemented or are in progress – February 2022

THEME	RECOMMENDATION	REPONSE	LEAD OFFICER(S)	DUE DATE
RECRUITMENT	Primary recommendations			
	Currently only those managers who, as a minimum, have undertaken the Council's recruitment and selection and equalities training can be involved in the recruitment and selection process. Given the above apparently low take-up of recruitment and selection training, consider monitoring this more closely and/or requiring staff to complete this training every 12 months.	All line managers are required to complete the Recruitment and Selections eLearning course which includes a module on unconscious bias and an explanation of the relevant legislation on discrimination. Staff will be unable to join a panel unless they have completed the module.	Resourcing Manager/AD for HR&OD	31 March 2022
	Standardise values assessment questions in interviews, assessing all candidates against the Team Reading values.	<p>Already included in the Team Reading Delivery Plan for 2022/23.</p> <p>An Interview Question Library is already available for managers which includes example interview questions for each TEAM value.</p> <p>Assessment against the Team Reading values has already been included within our new Performance Management</p>	Resourcing Manager/AD for HR&OD	

		<p>process which was launched in December 2021.</p> <p>The Team Reading values will also be included in all new job descriptions and person specifications from April 2022.</p>		
	Currently recruitment and selection statistics are collected for the purpose of equalities monitoring by HR. Consider creating an action plan at senior level to address the imbalances above, setting accountability and targets with regular reviews of data feeding into this.	Recruitment and selection statistics are already included in the Workforce Profile Report which is published annually. Further detail will be provided within the quarterly HR management information reports which are provided to Corporate Management Team and other managers every quarter (next report is April 2022)	Resourcing Manager/AD for HR&OD	30 April 2022
	Perform regular recruitment audits to ensure you have diversity at each stage of recruitment for all levels.	The first audit began in November 2021 and is being conducted by the Resourcing Manager. 10 posts will be tracked from application to appointment stage to review how applicants with protected characteristics progress through each stage of the process.	Resourcing Manager	31 March 2022
	Primary actions			
	Create a system to ensure that all managers are receiving and disseminating information about internal vacancies.	A link to www.reading.gov.uk/jobs has been added to the corporate	Resourcing Manager	Complete

		signature template and all staff will be encouraged to download it. A Resourcing Adviser works from Bennet Road 1 day per week to give advice and support on jobs available, how to do a good application etc. They will also ensure vacancy lists are available on staff notice boards and refreshed weekly. We will promote regularly the jobs page and where to find it.		
	Primary actions			
	Hold weekly or bi-weekly line manager surgeries on a different HR policy, L&D or progression topic, ensuring line managers are using these as consistently as possible across the organisation.	We are already holding lunch and learn sessions for managers on attendance management and workshops on the new Performance Management process. Further sessions are being planned on managing employees with long term health conditions, neuro-diversity etc.	HR Services Manager	Ongoing
	Primary actions			
	Share findings and insights from employee surveys and focus groups (where possible and while remaining anonymous).	Staff survey results are already shared with all staff. The next Staff Survey is in April 2022 and we plan to share the results with staff in June 2022. The BITC report and	AD for HR&OD	30 June 2022

		recommendations were shared with staff who attended the focus groups in November 2021 and a wider communication to all staff is planned for March 2022.		
BULLYING, HARASSMENT AND MICRO-AGGRESSIONS	Primary Recommendations			
	Ensure your bullying and harassment policy that covers microaggressions alongside more explicit behaviours.	Amended policy has been agreed with Trade Unions. It will be presented to Personnel Committee for approval on 17 March 2022 and then communicated to all staff and managers.	HR Services Manager	31 March 2022
	Monitor instances of bullying and harassment by protected characteristics.	This is already in place and the data is included within our annual Workforce Profile report (see Equality, Diversity and Inclusion page on the Council's website for the 2020/21 report. The 2021/22 will be reported to Personnel Committee in July 2022	HR Services Manager/ Resourcing Manager/AD for HR&OD	Complete
	Reiterate that RBC has a zero-tolerance approach to bullying and harassment and set targets to reduce reported incidents.	To be completed when the revised policy is communicated to staff	Teresa Kaine	31 March 2022
WORKPLACE CULTURE	Primary Recommendations			
	Ensure that your organisational structure and levels of hierarchy comply with your organisational design principles throughout.	Already being progressed through the Redesigning Reading reviews in each directorate which are underway	DDs/ADs/ Strategic HR&OD	Ongoing

		as part of the Medium-Term Financial Strategy, supported by the Strategic HR and OD Business Partners.	Business Partners	
	Build a campaign about the Team Reading initiative to confirm your organisational values and expected behaviours.	Included within the Team Reading Programme Plan for 2022/23	OD & Learning Manager	
	Continue to support the wellbeing of your staff, with line management training and adherence to initiatives such as the Mental Health at Work Commitment. (https://www.mentalhealthatwork.org.uk/commitment/)	Already underway and a key activity within the Team Reading Programme Plan for 2022/23. Progress was reported to the Team Reading Board in October 2021 against the Thriving at Work/MIND standards for mental health. A monthly Wellbeing Newsletter is sent to all staff which includes advice and guidance on managing wellbeing and links to sources of support and advice, including the Employee Assistance Programme which is available 24/7.	HR Services Manager/AD for HR&OD	Ongoing
	Find creative ways to 'flatten' the RBC hierarchy in day-to-day business, improving rapport between senior leaders and junior staff. This will improve communications, leadership visibility and employee engagement.	Already being progressed through the Redesigning Reading reviews in each directorate which are underway as part of the Medium-Term Financial Strategy, supported by the Strategic HR and OD Business Partners.	DDs/ADs/ Strategic HR&OD Business Partners	Ongoing
	Primary actions			

	Raise awareness of religious festivals by commemorating key events from all religions and advising on how these may affect work routines.	This is already being done through the Staff Newsletter. It will continue on a more regular basis.	Internal Communications Manager	Ongoing
	Profile junior staff in internal communications, for example include a 'get to know your colleagues' section of a regular newsletter, update, blog post, etc.	This is already planned for inclusion in the Staff Newsletter. It will continue on a more regular basis.	Internal Communications	Ongoing